### horizontal line**Building Handover Checklist**

#### **1. General Information**

* Building address, project name, and handover date.
* Contact details of the contractor and client.
* List of key stakeholders involved.

#### **2. Physical Inspection**

* Verify the condition of walls, floors, and ceilings.
* Test functionality of utilities (electricity, plumbing, HVAC).
* Inspect doors, windows, and locks.

#### **3. Documentation**

* Provide construction and architectural drawings.
* Deliver user manuals for equipment and systems.
* Warranty certificates and maintenance schedules.

#### **4. Systems and Equipment**

* Confirm operation of elevators, fire alarms, and security systems.
* Test lighting, water supply, and drainage systems.
* Provide handover of all installed appliances or machinery.

#### **5. Pending Work and Snag List**

* Document incomplete tasks or defects.
* Share timeline for pending repairs or adjustments.
* Confirm a process for addressing future issues.

#### **6. Final Handover**

* Transfer of keys, access cards, or control codes.
* Schedule a walkthrough with the client.
* Obtain formal acceptance and sign-off.